



## PR/108832 | Accounts Executive

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1509356

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:37

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Designation - Accounts Executive

Location - The company is located in Neemrana looking for Accounts executive.

Key Skills-

Insurance of Sales Invoice, E-way Bill, Delivery Challan, Performa Invoice.

Record Keeping

Updating of book of accounts daily (All types of entries).

Basic knowledge of GST & TDS.

Bank Reconciliation – AR& AP

### Company Description